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**MEMORANDUM FOR:** Deputy Director (Administration)

**SUBJECT:** Reorganization of Organization & Methods Staff -  
Management Staff

1. An evaluation of the work programs and objectives of the Management Staff, together with an analysis of experience during the last seven months indicates a need to make certain adjustments in the organization of the O&M Staff.
2. It is indicated that the present organization of three Assistant Management Officers can be improved by the establishment of a fourth directorate. This directorate would include the Office of Personnel, Office of Training, Office of Communications, and certain elements of the Office of the DCI such as the Cable Secretariat and the Office of the Special Assistant for Planning and Coordination. As you know, little management work has been done in the Office of Personnel, and the full prosecution of a dynamic management program in those other elements of the fourth directorate concept is needed.
3. As you know, the D/DCI has expressed the recognized need for a strong and competent Agency Management Staff to assist in the development and maintenance of an efficient Agency organizational and staffing structure together with continued improvement in the procedures, methods and techniques for accomplishing assigned functions and missions. The successful prosecution of such a program is admitted to require mature, senior personnel with grades comparable to and consistent with the magnitude of the task.
4. In light of the factors discussed above, there is submitted herewith for your approval, an organization chart (Tab A) indicating the fourth directorate contemplated, descriptions of duties for the Assistant Management Officers, GS-15, (Tab B) descriptions of duties of senior Organization and Methods Analysts (Tab C) and the current Management Program for FY 1955, (Tab D). Informal discussions with the Chief, Classification and Wage, AD/P has indicated

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favorable consideration with regard to the reclassification of two positions to GS-15 at this time; one position constituting a "swing man" (Associate Management Officer) for the DD/P, because of its size, complexity, and field organization and an additional Assistant Management Officer to prosecute the Management program in the fourth directorate. With your approval, this revision of the organization will be forwarded to AD/P for processing.

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[Redacted Signature Box] 20 154 25X1A  
Chief, Management Staff

Attachments:

- Tab A
- Tab B
- Tab C
- Tab D

APPROVED:

Date 27 Dec 54

151  
L. K. WHITE  
Deputy Director  
(Administration)

DD/A Distribution  
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